



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE MANAGEMENT AUDITOR**

**\$4,619 - \$6,074**

### **ENFORCEMENT BRANCH - SPECIAL INVESTIGATIVE UNIT (SIU) SACRAMENTO**

**RESPONSIBILITIES:** Under the direction of the Staff Management Auditor of the Special Investigative Unit, the incumbent will apply specialized auditing techniques and procedures, auditing standards, insurance codes, rules, regulations, to conduct confidential and complex reviews of insurance company special investigative units to determine their compliance with applicable statutes and regulations. The incumbent will work with various Enforcement Branch staff and Department resources to obtain examination information, analyze multiple sources of data, and provide written reports, charts, graphs, and/or conduct oral presentations of findings to insurers and Department management. Moderate travel via private or public transportation (i.e. automobile, airplane, etc) up to 40% is required including overnight travel both inside and outside California. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail Station!***

#### **DESIRABLE QUALIFICATIONS:**

- Experience in evaluating regulatory compliance;
- Experience conducting complex compliance audits;
- Ability to communicate effectively both verbally and in writing;
- Ability to work in a team setting or independently, as needed;
- Ability to create and edit work using computer applications such as Microsoft Word and Excel;
- Ability to foster a harmonious working relationship with members of the insurance industry;
- Ability and willingness to travel throughout California and, on occasion, out-of-state;
- Knowledge of insurance industry practices;
- Knowledge of insurer Special Investigative Units and the California Code of Regulations and California Insurance Codes applicable to the SIU;
- Prior experience working with law enforcement is helpful.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Associate Management Auditor level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus,***

3/10/14 EMC

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#### **DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL  
REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR  
SEXUAL ORIENTATION.

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***reemployment, reinstatement, transfer, list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “ASSOCIATE MANAGEMENT AUDITOR, PSN # 413-176-4159-004” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov).

**FINAL FILING DATE:** March 24, 2014 by 5 p.m., Close of Business

**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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